

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, April 23, 2018, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 310**  
**Green Bay, WI 54301**

**MEMBERS:** Corday Goddard – Interim Chair, Sup. Andy Nicholson, Ann Hartman and John Fenner

**EXCUSED:** Tom Diedrick

**MEMBERS:** Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Pat Leifker, Jayme Valentine and David Pietenpol

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the March 19, 2018, meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the minutes from the March 19, 2018, meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

2. Letter dated March 23, 2018, from Greater Green Bay Habitat for Humanity.

R. Hallet explained the letter is a “Thank You” letter regarding the contribution the BCHA has made to them for their Western Avenue project.

A motion was made by A. Nicholson, seconded by A. Hartman to receive and place on file a letter dated March 23, 2018, from Greater Green Bay Habitat for Humanity. Motion carried.

3. Letter dated April 12, 2018, from HUD regarding award of two additional VASH Vouchers.

R. Hallet explained that this letter is awarding BCHA an additional two VASH Vouchers which were requested in September 2017. BCHA is now up to 33 VASH Vouchers.

A motion was made by A. Nicholson, seconded by J. Fenner to receive and place on file a letter dated April 12, 2018, from HUD regarding the awarding of two additional VASH Vouchers. Motion carried.

4. Communication from Sup/Chair Andy Nicholson to “Establish a special Advisory Committee to investigate the impact of proposed changes in Chapter 17.”

A Nicholson stated he would like to ask other Brown County Supervisors and City Alderpersons for feedback. R. Hallet stated that this is a good idea; however, her one concern is that EPH has been waiting for some action on this issue. A. Nicholson said he would act on this promptly.

R. Hallet also indicated that T. Diedrick requested by email to be on this sub-committee.

A motion was made by J. Fenner, seconded by A. Hartman to place approval of the proposed changes in Chapter 17 on the May, 21, 2018 BCHA meeting. Motion carried.

R. Hallet asked that items 5 and 6 be discussed together.

A motion was made by A. Nicholson, seconded by A. Hartman to discuss items 5 and 6 together. Motion carried.

5. Communication from Sup/Chair Andy Nicholson to "Refer the possibility of changing Chapter 17 to Corp Council to review legalities of a program/Facility/organization prioritizes specific clients to their own waiting list."
6. Communication from Sup/Chair Andy Nicholson to "Refer to Corp Council to define that is a separating waiting list or not if Chapter 17 is changed."

R. Hallet referred Authority members to their meeting packets. Included was the section of the Administration Plan that refers to this, as well as the Code of Federal Regulations regarding HUD's regulations on this issue. She explained her reasoning why a referral to Corporation Council is unnecessary. She went into detail regarding the adoption of the BCHA Administration Plan using a model from Nan McKay and Associates, nation-wide housing experts who interpret Federal Regulations; therefore, if they have it as an option in their model Administrative Plan it is permissible. She then went through the Federal Regulations, pointing out HUD's regulation for Project Based Voucher waiting lists. These documents confirm the legality of these issues; therefore, there is no need to send this to Corporation Council.

A. Nicholson stated that he disagrees and wants to make sure that the BCHA is "doing it right". He feels this information should be passed on to Corporation Council Hemery and put it on the agenda for next month. He then stated that he has already spoken to Corporation Council Hemery and that he would take a look at it.

A motion was made by A. Nicholson and seconded by A. Hartman to send the information from Items 5 and 6 to Brown County Corporation Council and present the findings at the May 21, 2018, meeting. Motion carried. (3-1) (Nays: J. Fenner)

#### **REPORTS:**

7. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications  
For the Month of February, there were 85 preliminary applications.
  - B. Unit Count  
The unit count for March was 2,933.
  - C. Housing Assistance Payments Expenses  
The February HAP expense totaled \$1,322,497.
  - D. Housing Quality Standard Inspection Compliance  
Of 293 inspections conducted for March. 147 passed initial inspection, 58 passed reinspection, 66 failed, and 22 no shows.
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

In March there were 374 port outs with an associated housing assistance payment expense \$325,575. ICS was overspent by \$9,466.21 (due to being a three-payroll month) and the Family Self Sufficiency program was overspent by \$2,952.02.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts and homeownership)

There were 67 active FSS clients, with 36 participants in level one, 21 participants in level two, two participants in level three and eight participants in level four. There were zero new contracts signed, zero graduates, 36 active escrow accounts and 49 homeowners.

P. Leifker shared an FSS success story regarding a participant on the program for just under 5 years who will now be graduating from the FSS program.

G. VASH Reports (new VASH and active VASH)

There were two new VASH clients in March for a total of 29 active VASH clients. This does not include the two new VASH Vouchers that were just awarded by HUD.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

There were three new investigations assigned; 10 active investigations, four investigations were closed. ICS is currently pulling from the waiting list thus background checks are being processed by Langan & Associates, with 92 Applications being sent over: 91 were approved and one denied. For the breakdown of investigations by municipality, most were located in Green Bay, followed by Howard and De Pere. The chart of initial applications shows the majority from Green Bay.

I. Quarterly Langan Denials report

There was one denial made by Langan and Associates which was not caught by ICS for the month of March, which was due to the offense being under a former name not listed on the application.

J. Quarterly Active Cases Breakdown

1,651 or 56 percent of the head of households are elderly or disabled;  
32 percent of the head of households are not elderly or disabled but there is earned income in unit;  
10 percent of the head of households are not elderly or disable with no earned income but with dependents;  
Two percent of the head of households are not elderly or disabled with no earned income and no dependents.

K. Quarterly End of Participation

The first quarter of 2018 had a total of 69 terminations. The majority of terminations were due to voluntary terminations, followed by family obligation violations and deceased tenants. An example of a violation of family obligation is moving without a written notice.

L. Quarterly Customer Service Satisfaction

79 percent indicated customer service was excellent, 13 percent very good, seven percent good and one percent fair.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

8. Consideration with possible action on approval of updated Utility Allowances for the Housing Choice Voucher Program.

P. Leifker explained to the Authority the updated Utility Allowances for the Housing Choice Voucher Program. Information included the reason for the update. He then went through the updated charts. The only increase was the oil utilities due to the increase of cost per gallon. Everything else stayed nearly the same.

A motion was made by A. Nicholson, seconded by J. Fenner to approve the updated Utility Allowances for the Housing Choice Voucher Program. Motion carried.

9. Consideration with possible action on Request for Proposals for Public Service Funds from the BCHA.

R. Hallet informed the Authority that the BCHA has budgeted to spend some of its unrestricted funds and staff has put together an RFP to allow agencies to submit proposals to use some of the money to address housing issues in the community. She is asking for any feedback regarding the RFP.

R. Hallet went through the RFP process and how agencies will be chosen to be awarded the funds. She then asked if anyone wanted to be on the evaluation panel. Information discussed also included the dollar amount that can be requested: minimum of \$10,000 and the maximum of \$75,000. A Conversation continued regarding the RFP. Information included the guidelines, objectives, goals and BCHA priorities.

A. Nicholson stated that his one concern is if an agency can purchase a home in a residential neighborhood, as it would disrupt the neighborhood. R. Hallet explained the scoring for deconcentration of poverty. If the agency is not looking to deconcentrate away from the City of Green Bay, they will receive a lower score.

A conversation continued regarding the scoring of the RFP. Also discussed were the repercussions if the agency does not abide with what they agreed to in the contract. C. Renier-Wigg stated that since this is a reimbursement agreement, there is monitoring involved and the money will need to be tracked and spent as intended. A. Nicholson stated that he has an issue with Objective #2 and would like to have it clarified. He stated most of the services are within the City of Green Bay. R. Hallet again reiterated that is the reason for the deconcentration points. This is an opportunity to allow for other municipalities in Brown County to get more involved. C. Goddard added that the spirit of this RFP is to generate new ideas, approaches that haven't been thought of before and to provide some funding to start such projects, but not to support long-term funding for them.

R. Hallet offered to bring to the next meeting a map to show how vouchers are being used in the surrounding municipalities and the changes over the years.

C. Renier-Wigg verified if A. Nicholson's concerns are more with the acquisition of property in an R1 neighborhood. He stated that it was one of his concerns. She then asked if there was something specific he wanted the BCHA to fund. He stated he doesn't agree with creating more transitional housing programs. He stated that once you have benefits, people keep coming. He stated he would like to help the people of Brown County.

A. Hartman agreed with A. Nicholson. She stated she would be inclined to see new ideas come through, but not looking to see new programs. She stated that she does not have an issue with helping those in Brown County, but does not want to see people coming in from outside the area as there are extra services being offered and a growth in homelessness. R. Hallet stated she understands what they are both saying; however, if people move here and prove residency, programs here will serve them. A. Hartman then asked if it would be legal to give preference to longtime residents. R. Hallet stated that would be a fair housing concern.

C. Goddard suggest that since they have the time, this item could be tabled so everyone has the opportunity to review the RFP and bring back suggestions/changes and a revised proposal to the next meeting. R. Hallet stated that she is hoping to have a final approval of the RFP next month. Without the approval next month, it will push the entire timeline off base.

A. Nicholson stated he is good with the RFP moving forward with the exception of Objective #2. He would like to see that item removed. C. Goddard stated that Objective #2 makes up half the RFP. A conversation continued regarding Objective #2. C. Goddard stated that this RFP is meant for a "kick start" of a program and the agency cannot rely on the money year after year. R. Hallet concurred that at this point this is only a onetime proposal. It may be something that could be done again, but it all depends on the unrestricted funds.

R. Hallet suggested that the scoring for deconcentration could be changed to give it more weight. She stated they would have to reduce the numbers in other categories, but it is something they could do. She stated that it still doesn't address A. Nicholson's concern about people moving here for this specific purpose of using that program. J. Fenner stated that it would give more weight of what he is trying to do. It would reduce the number of programs that can be within the City of Green Bay, but more in outlying areas.

A conversation continued between homelessness. S. Schmutzer suggested that for Objective #2 the word "reduction" be removed, which would mean it would address those that are already living here and is preventing residents in the area from becoming homeless. C. Renier-Wigg shared an example of homelessness regarding foster kids.

A motion was made by A. Nicholson, seconded by A. Hartman to open the floor for public comments. Motion carried.

David Pietenpol, Executive Director of EPH, stated that he's hearing a lot of misperceptions being voiced. He stated that in his experience as the Executive Director of EPH and also as a community member, most of the people being served are not from outside of Green Bay. Furthermore, he suggested that if data is going to be collected, it should include the reasons for why people come to Green Bay. We should also expect that people coming to Green Bay would make up the entire spectrum of socioeconomic statuses. He urged caution at using anecdotal data without data to support it.

A motion was made by A. Nicholson, seconded by A. Hartman to return to regular order of business. Motion carried.

A. Hartman suggested that the word reduction be removed, deconcentration be provided additional points and Authority members each review the RFP for what they would like to see changed. C. Renier-Wigg stated that all individual comments/changes should be emailed

directly to R. Hallet so she can draw something up, which will be brought back to the next meeting.

A motion was made by J. Fenner, seconded by A. Hartman to table the RFP Proposal until the next meeting. Motion carried. (3-1) (Nays: A. Nicholson)

**BILLS AND FINANCIAL REPORT:**

10. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer stated there is another check going out to Habitat for Humanity for the Western Avenue project.

A motion was made by A. Nicholson, seconded by A. Hartman to accept the BCHA bills. Motion carried.

11. Consideration with possible action on acceptance of BCHA financial report.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA financial report. Motion carried.

R. Hallet then spoke to the Authority about two future agenda items recommended by Brown County Corporation Council. One was election of the Chair and second was reconsideration on retroactive approval on any previous actions taken by the BCHA.

C. Renier-Wigg stated they are getting additional clarification on why the actions were not valid.

A motion was made by A. Hartman, seconded by J. Fenner to add one or both of these items to the next agenda.

A. Nicholson then asked for additional information as to why the previous actions may not be valid. R. Hallet stated they are looking for clarification on why they would be considered not valid as there was a quorum for each of the meetings.

Motion carried.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

12. Date of next meeting: May 21, 2018.

A motion was made by A. Nicholson, seconded by A. Hartman to adjourn. Motion carried.

jd:rh